Records & Retention Committee

July 21, 2026 – 10:00 AM

562 Winterbrook Rd., Campton, NH 03223

Members in Attendance: Maureen Patti, Terry Bennett, Denise Bujalski

Members Absent: Denise Aguiló

Other Attendees: Municipal Assistant Allison Smith

Call to Order: Ms. Patti (chair) called the meeting to order at 10:03 am.

Approval of Prior Minutes: *Ms. Bennett motioned to adopted the minutes of June 3, 2026 as written. Ms. Bujalski seconded. Motion carried 3:0.*

Retention Worksheet: Ms. Patti presented the committee with the updated retention worksheet. Committee members discussed proposed changes. Ms. Patti will update the worksheet based on feedback received.

Policies & Procedures: Ms. Patti submitted her suggested edits on the condensed District policies and procedures from the June 3, 2026 meeting. The committee discussed proposed changes. Ms. Smith with update the policies per feedback.

Purpose Statement: Ms. Patti motioned to approve with amendment the drafted purpose statement. The amendment being to add punctuation at the end of bullet 4. Ms. Bennett seconded. Motion carried 3:0.

Scheduling: Committee members discussed times to hold work sessions to go through files. Committee members discussed picking a recurring meeting time for regular meetings. Ms. Patti and Ms. Smith will confirm what time works best for Ms. Aguiló.

Other business: Ms. Smith asked clarifying questions about the files culled in the first work session. The committee discussed the District's responsibility to retain WEA building permit records.

Next Meeting: TBD

Adjourn: *Motion to adjourn by Ms. Patti, seconded by Ms. Bujalski. Motion carried 3:0.* Meeting adjourned at 11:32 AM.

Minutes prepared by Allison Smith